



The Commonwealth of Massachusetts
Division of Professional Licensure
1000 Washington Street Suite 710
Boston, MA 02118-6100
Board of Registration of Cosmetology and Barbering
www.mass.gov/dpl/boards
617-727-9940

Out of Country Application

OUT OF COUNTRY APPLICANTS **INSTRUCTION SHEET**

All applicants are required to take a practical & written examination.

A COMPLETED APPLICATION MUST INCLUDE:

- A small 2x2 photo
- Money order (no personal checks accepted) made payable to the Commonwealth of Massachusetts. All money orders must be signed and dated.
- All documents must be originals and translated by an accredited agency.
- All applicants must submit verification of an original social security card (mandatory).
- A notarized affidavit (signed by a notary public with seal) from your school of hairdressing, certifying your dates of enrollment and completion of your course of study, as well as the **exact number of hours of training in each subject.**
- A second notarized affidavit (signed by a notary public with seal), this time from your employer, if you have worked after completion of your in-school training. Self-employed applicants, a notarized affidavit from your landlord is acceptable.
- All affidavits must be notarized (signed by a notary public with seal) in the country where you worked or studied. All affidavits will become the property of the Board.
- If your country issues licenses we need to see your current year license.
- You will need to provide proof that the educational program you attended is recognized by your government.
- A notarized (signed by a notary public with seal) translation of your passport and/or resident alien card stating your name, age, occupation, etc . . .

Please be advised all application fees are non-refundable.

***Normal application processing time for complete applications is between 3-4 weeks.
Incomplete applications can further delay processing time.***

Please use this check list to ensure your application is complete. **Incomplete applications will be returned.** Please do not submit your application until it is complete.

Your application must include:

- _____ A small 2x2 photo
- _____ Money order (no personal checks accepted) made payable to the Commonwealth of Massachusetts. All money orders must be **signed** and dated.
- _____ All documents must be originals and **translated by an accredited agency**.
- _____ All applicants must submit verification of an original social security card (**mandatory**).
- _____ A notarized affidavit from your school of hairdressing, certifying your dates of enrollment and completion of your course of study, as well as the **exact number of hours of training in each subject**.
- _____ A second notarized (signed by a notary public with seal) affidavit, this time from your employer, if you have worked after completion of your in-school training or apprenticeship. Self-employed applicants, a notarized affidavit from your landlord is acceptable.
- _____ All affidavits must be notarized (signed by a notary public with seal) in the country where you worked or studied. All affidavits will become the property of the Board.
- _____ If your country issues licenses we need to see your current year license.
- _____ A notarized (signed by a notary public with seal) **translation** of your passport and/or resident alien card stating your name, age, occupation, etc . . .

Please complete and return with application



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Out of Country Application-Fee 136.00
Practical & Written Exam Required

BOARD USE ONLY

Board: _____
License #: _____
Type: _____
Cash #: _____
Cash Date: _____

Please attach recent

2" X 2"

passport photograph here

1. Applicant Name: _____
Last First Middle

2. Maiden Name: _____

3. Current License#: _____ License Expiration Date: _____

BOARD USE ONLY

Status Code: _____ Issue Date: _____ Lic. Exp. Date: _____

4. Date of Birth: _____ Place of Birth: _____

5. Permanent Address: _____
No. Street Apt. #

City/Town State Zip Code

6. Business Address (If Applicable): _____
No. Street Apt. #

City/Town State Zip Code

7. Telephone Number-Day: _____ Evening: _____
E-mail address: _____ Web address: _____

8. Social Security Number (**Mandatory**): _____

Pursuant to G.L. c. 62C, s. 47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

9. List any licenses/certifications you hold in the United States or any country or foreign jurisdiction and the state/jurisdiction from which the license/certification was originally issued. Please attach a certificate of standing from each state or jurisdiction in which you are licensed/certified, indicating the status of your license and any relevant disciplinary information. _____
10. Has any disciplinary action been taken against you by a licensing/certification board located in the United States or any country or foreign jurisdiction? ☐ **Yes:** ☐ **No:** If yes, a notarized letter must be submitted with this application. The letter should contain an explanation and description of incident.
11. Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? ☐ **Yes:** ☐ **No:** If yes, a notarized letter must be submitted with this application. The letter should contain an explanation and description of incident.
12. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? ☐ **Yes:** ☐ **No:** If yes, a notarized letter must be submitted with this application. The letter should contain an explanation and description of incident.
13. Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction? ☐ **Yes:** ☐ **No:** If yes, a notarized letter must be submitted with this application. The letter should contain an explanation and description of incident.
14. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$100.00 was assessed? ☐ **Yes:** ☐ **No:** If yes, a notarized letter must be submitted with This application. The letter should contain an explanation and description of incident.
15. Present Employer _____
16. Beauty School Attended _____
Name & Address of School
Date Started: _____ Date Finished: _____
17. **Type of license requested in MA:** ☐ cosmetology ☐ manicuring ☐ aesthetics
☐ cosmetology instructor ☐ aesthetic instructor ☐ demonstrator *** Separate applications and fees are required for each type of license. You must submit proof of either training or current licensure in that subject in order to be eligible for that type of license.
18. I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Registration in Cosmetology to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to G.L. c. 62C, s. 49A., to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law.

Signature of Applicant

Date



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EMPLOYER'S AFFIDAVIT FOR OUT OF STATE/COUNTRY APPLICANT

STATE OF _____ COUNTRY OF _____

I hereby certify that I am a Registered Cosmetologist, _____ in the country
of _____ and that _____ was in my
employ as a _____ and worked _____ under
supervision from _____ to _____ in a beauty shop located in

ERASURES OR CHANGES IN DATES ARE NOT ACCEPTABLE

NOTARY SEAL

This affidavit must be notarized
in the Country where signed.

Name: _____
Shop Owner's Name

Address: _____

City: _____

State: _____ Zip Code: _____

Telephone #: _____

Signature: _____

Managing Cosmetologist

Notary Public (Please Print) _____

Notary Public (Signature) _____

This Portion Below to be Filled Out **Only** if You Are or Have Been a Property Owner

AFFIDAVIT FROM SALON OWNER

Country of _____

I hereby certify that I am or was a property owner in the country of _____
and that I owned the property located at _____
and that _____ owned and operated a beauty salon at this location
from _____ to _____
month/day/year month/day/year

Subscribed and sworn before me this _____ day of _____

NOTARY SEAL

This affidavit must be notarized
in the country where signed.

Name of Property Owner _____

Present Address: _____

City: _____

Signature of Owner: _____

Notary Public (Please Print) _____

Notary Public (Signature) _____